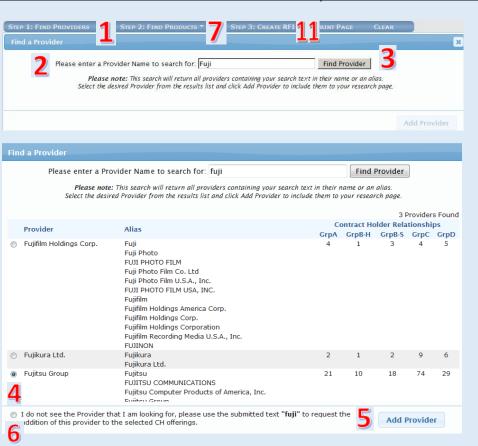
MARKET RESEARCH TOOL QUICK REFERENCE GUIDE



The Market Research Tool (MRT) allows you to perform a search by product or provider to assess the availability of items offered by Contract Holder (Groups) on SEWP, request the addition of providers and products to the contracts, and to generate an email RFI to SEWP Contract Holders.

For assistance with the MRT, please contact SEWP Customer Care at 301-286-1478 or help@sewp.nasa.gov.

✓ LOGIN	LOGIN IS REQUIRED
✓ Print Page	Expands all hidden details and brings up the print window
✓ Clear	Removes all results



1 Find Providers

- 1. Click on Step 1: Find Providers
- **Enter a Provider Name** into the search box
- 3. Click Find Provider

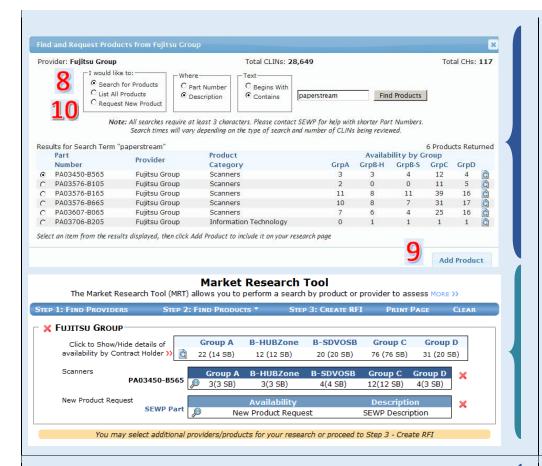
Please Note: This search will return all providers containing your search text in their name or an alias.

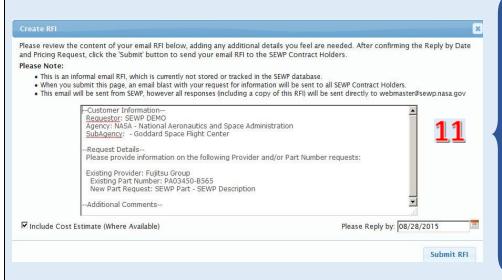
4. Select Provider from results

EXAMPLE Type "Fuji", click **Find Provider** and select "Fujitsu Group"

- to add selected Provider to market research page
 - Click P to Show/Hide details of availability by Contract Holder
- 6. OPTION: By selecting "I do not see the Provider that I am looking for, please use the submitted text "Fuji" to request the addition of this provider to the selected CH offerings", a request can be sent to have the unknown Provider added.

REPEAT to add additional providers to the market research page





2 Find Products

- 7. Select an option from **Step 2: Find Products** (see prior image)
 - Selecting "From all Providers" allows a part number search
 - Selecting "From Fujitsu Group" allows a search of products already on contract from that Provider
- 8. Select Search for Products
 - Select Description
 - Select Contains

EXAMPLE Type "paperstream" and click Find Products

- 9. Click Add Product to add selected Product to market research page
- 10. To Request New Product for addition to the contract
 - Select Request New Product
 - Type Part # and Description
 EXAMPLE Type "SEWP Part" / "SEWP Description" and

 Add Product

Note: Search times will vary depending on the type of search and number of CLINs being reviewed. *All search results have been limited to 200 to speed up results.*

REPEAT to add additional products to the market research page

3 Create REI

- 11. Once finished adding Providers and Products, click Step 3 Create RFI
 - Review the contents of your email RFI and Add details if needed
 - Choose Reply By Date
 - Optional: Include Cost Estimate (Where Available)
 - Click Submit RFI to send your RFI email

Please Note: This is an informal email RFI, which is currently not stored or tracked in the SEWP database. When you submit this page, an email blast with your request for information will be sent to all SEWP Contract Holders. While this email will be sent from a SEWP account, you will receive a copy of the email and all replies will go directly to your primary email address.